

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m., January 7, 2005**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its

contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000/\$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR “AS-NEEDED” OFFICE TECHNICIAN SERVICES

PROJECT LOCATION: Various throughout Huron, Sanilac, and Tuscola Counties.

CONTROL SECTION, JOB NUMBER: Various, see list in Scope of Services.

DESCRIPTION OF WORK: As needed office tech duties at the Cass City TSC. Also includes limited inspection and testing services.

I. Primary Prequalification Classification:

Technical Assistance
Aggregate Inspection and Testing
Bituminous Pavement Inspection
Density Inspection and Testing
Portland Cement, Concrete Inspection and Testing
Construction Staking

The anticipated start date of the service is April 1, 2005.

The anticipated completion date for the service is March 31, 2006.

DBE REQUIREMENT: 0%

II. Project Engineer Manager Designation / Description of Work

- A. Duane H. Maas, P.E., P.S.
6867 E. Cass City Road
Cass City, MI 48726
Phone: (989)872-3007
Fax: (989)872-4464
Email: maasd@michigan.gov
- B. Provide services to perform complete Office Technician duties for road construction work which may include work to close projects out (“finaling”) after construction. Services will be performed on various projects throughout 2005 as directed by the Project Engineer Manager. Provide limited inspection and testing services on various projects.

The employee submitted for the office technician position shall be dedicated as the office technician for the entire season if selected. The estimated amount of time per week for this work is between 8 and 24 hours, but will vary, and overtime may be necessary. The initial authorization for the office technician services will be 1040 hours. The initial authorization for the inspection and testing services will be 120 hours.

The projects that may utilize these services include, but are not limited to:

C.S./J.N.	LOCATION	DESCRIPTION
74072-75190A	Port Sanilac Park	Slope Stabilization
74022-79820A	M-90/M-25 Paving	HMA Resurfacing
79011-50619A	M-138, Fairgrove to Akron	HMA Resurfacing
32021-79821A	M-142/M-25 Paving	HMA Resurfacing
79061-76156A	M-81, Dixon Road to Caro	HMA Widening and Resurfacing
74011-79822A	M-53, M-90 to Marlette	HMA Resurfacing
32032-56939A	M-53, M-142 to Kinde	HMA Resurfacing
32031-53335A	M-53, Popple Road to Bad Axe	HMA Widening and Resurfacing
74072-77387A	M-25, Sanilac County	Culvert Repair
32091-50617A	M-25, Harbor Beach	Project Closeout
32091-60406A	M-25, Harbor Beach	Project Closeout
32091-75128A	M-25, Harbor Beach	Tree Watering
32091-59448A	M-25, White Rock Park	Project Closeout

III. GENERAL:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principle contact with the Department will be through the designated Project Manager, or his/her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions re subject to review and approval of the Project Manager.

IV. Office Technician Services to be Performed by the Consultant

- A. Provide full time experienced office technician services as needed on various projects and perform office technician services under the direction of the Project Engineer Manager. The office technician assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.
- B. The Consultant will immediately bring to the attention of the MDOT Project Engineer any failure by the Contractor to comply with any documentation requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution.
- C. The employee shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Work may require occasional travel to the project sites.
- D. The employee shall be proficient working with metric and English units.
- E. The employee shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- F. The employee shall attend all project related meetings, when directed by the Project Engineer Manager.
- G. All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant

General Description of Inspection and Testing Services

The Consultant will provide, to the satisfaction of the Department, services as mentioned above, in the areas of Bituminous Construction Inspection and Testing Services, Portland Cement Concrete Construction Inspection and Testing Services, Density Inspection and Testing Services, and Surveying/Staking Services as needed. Reporting, measurement, computation, and documentation requirements directed by the Project Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Construction Inspection, Testing, Surveying and Office Technician work is also included.

V. Inspection and Testing Services to be Performed by the Consultant

A. For Project Administration, the Consultant shall:

- 1. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

2. The Consultant will furnish necessary inspection, and testing equipment needed to carry out the inspection and testing services.
3. The Consultant will provide the inspector(s) lap top computers (or equivalent) with the most current Field Manager and/or Field Book software, and the inspector(s) will produce all daily inspection reports in this format. The inspectors will deliver all inspection reports to the Project Manger's field office daily, or as arranged.
4. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined were unnecessary.

B. For Project Inspection, the Consultant shall:

1. **Inspectors:** Perform as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.
2. **NPDES Inspection:** An MDEQ certified NPDES Stormwater Operator will be assigned to inspect and document the project per the NPDE requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager. Personnel performing inspection on areas where soil and erosion control are needed, must have completed the Soil and Erosion Control training.
3. **Traffic Control:** The Consultant will furnish inspectors qualified to assure contract compliance with Traffic Control requirements. Inspectors will be familiar with Department policies and Part 6 of the MMUTCD.
4. **Coordination:** Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant and/or the Department.
5. **Phones:** The inspectors will be equipped with cellular phones, The phones cannot be charged as a direct expense to the project. Nextel phones with direct connect option are required.

6. **Contract Compliance:** The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.
7. **Staking:** Perform staking in accordance with Department standards, including, but not limited to, any staking to be performed by the MDOT Engineer as indicated in section 104.08 in the Standard Specifications for Construction, SP104(J) Lines, Grades and Elevations, to ensure accuracy and compliance with the contract documents. This includes preliminary project staking and construction verification staking. Notify the Project Manager of any plan errors, discrepancies or omissions identified by the Contractor and/or Consultant.
8. **Progress:** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
9. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract.
10. **Contentious Issues:** Notify the Project Manager of any problems, issues, discrepancies or other items brought to the attention of the Consultant by the Contractor.
11. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

C. For Quality Assurance Testing and Reporting, the Consultant shall:

1. **Material Testing:** Sample and/or test materials (except off-aggregates, concrete cylinder breaks, and bituminous plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals. Determine the acceptability of materials found to be in non-compliance.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office staff to make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B and 582BM, Inspector's Report of Concrete Placed 1174A and 1174A-M, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B and 582BM, copy to the C&T, Density Technology Unit, 8885 Ricks Road, PO Box 30049, Lansing MI 48909 will be measured by that unit and reported to the Project Manager.
4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners of the Michigan Concrete Paving Association.

Any inspector involved in sampling of testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician.

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

Any person performing density testing or handling of nuclear density testing equipment must have completed the Michigan Density Technology Certification Program and successfully completed radiation safety training.

5. **Density Gauge:** The inspector will provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.

D. For Measurement, Computation, Documentation, and Record-keeping, the Consultant shall:

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using FieldManager or FieldBook software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for this project. Contact **Info Tech** at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software and information on training.
2. Assist in maintaining As-Constructed Plans throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.
3. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
 - a) Inspector's Daily Reports
 - b) Work Orders, (Form 1137)
 - c) Moisture and Density Determination Reports (Form 582BM)
 - d) Inspector's Report of Concrete Placed (Form 1174A-M)
 - e) NPDES Stormwater Operator Reports, (Form 1126)
 - f) Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199)
 - g) Mechanical Analysis, (Form 1901)
 - h) Bi-Weekly Construction Progress Report (Form 1102A) and Weekly Statement of Working Days Charged (Form 1116), if applicable.
 - i) Final Quantity Sheets
 - j) Force Accounts
 - k) Contractor Evaluation (Form 1182), and
 - l) Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.

E. For Finaling All Project Documentation, the Consultant shall:

1. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.
2. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records prior to submittal of the Final Estimate.

VI. Services to be Performed by the Department

- A. The Project Engineer Manager will provide the employee with the Field Manager computer and software at the Cass City TSC site, and the standard office supplies and equipment for the services provided.
- B. The Project Engineer Manager shall furnish to the Consultant all project specific construction proposals, plans, plan revisions, written instructions, reports forms, other information and/or data deemed necessary for the services required herein.

VII. Consultant Payment

- A. All invoices/bills for services must be directed to the Department and follow the “then current” guidelines. The latest copy of the “Professional Engineering Service Reimbursement Guidelines for Bureau of Highways” is available on MDOT’s Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the Consultant for Services rendered shall not exceed the “Cost Plus Fixed Fee Not to Exceed Maximum Amount” unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal.